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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

October 1965

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	56	267	
2. RECORDS ACCESSIONED	417	2,879	100,800
3. RECORDS DISPOSED OF AT CENTER	104	650	18,727
4. RECORDS TRANSFERRED FROM CENTER	589	1,396	27,738
5. RECORDS HOLDINGS	54,335		
6. INTELLIGENCE REPORTS RECEIVED	249	1,264	52,910
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	75	360	21,887
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	83	182	12,346
9. INTELLIGENCE REPORTS HOLDINGS	18,677		
10. VITAL RECORDS RECEIVED	190	610	13,561
11. VITAL RECORDS DISPOSED OF AT CENTER	20	68	2,569
12. VITAL RECORDS TRANSFERRED FROM CENTER	16	140	1,248
13. VITAL RECORDS HOLDINGS	9,744		
14. ARCHIVES ACCESSIONED	23	304	3,256
15. ARCHIVES DISPOSED OF AT CENTER	0	5	13
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	2,359		
18. TOTAL HOLDINGS *	85,115		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	6,156	20,820	609,230
20. INFORMATIONAL REQUESTS	608	2,145	24,882
21. Archival Documents	197	660	
22. INTELLIGENCE REPORTS	10,019	21,493	
23. VITAL RECORDS	354	808	
24. TOTAL	17,334	45,926	
25. NO. OF PAGES REPRODUCED	283	2,005	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	88,651	424,038	
A. INITIAL RECEIPT	85,598	414,307	
B. RETURNS	3,053	9,731	
27. Archival Documents	711	3,905	
28. VITAL RECORDS	2,547	11,268	
29. TOTAL	91,909	439,211	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	97,880	
31. UTILIZED	82,803	
32. COMMITTED		
33. AVAILABLE	15,077	

**SECRET**

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES & RECORDS CENTER  
MONTHLY STATISTICAL SUMMARY FOR OCTOBER 1965

1. The A&RC accessioned 879 cubic feet of records from various Headquarters components.

2. Disposition action was taken on 887 cubic feet of records that were no longer needed by the Agency.

3. The Disposition volume for October was more than the Accessions; therefore, the total holding decreased by 8 cubic feet. The total holdings now amount to 85,412 cubic feet, of which 2,312 cubic feet are in the Federal Records Center in the Region #3 Federal Records Center.

4. There were 17,334 Reference items pulled and forwarded to the various requestors in the Agency and other USIB agencies. This is almost a 50 per cent increase in Reference items--over 1000 items were for the Office of Personnel.

5. Visitors:

DDP/TSD	2	Briefing & Tour
DDP/SOD	3	Discuss Policy
DDI/NPIC	3	Deposit Vital Records
OP/MMPD	2	Screen Records
DDP/RID	1	Deposit Vital Records
DDP/WH	1	Update Vital Records
DDP/CCS	2	" " "
OP/RD	4	Review Records
DDP/SR	2	Discuss Archival Policy
DDS/RAS	1	Review Records
OSI	3	Update Vital Records
DCI/Historical	1	Transfer Records to
Staff		Supp. Dist.
DDP/AF	2	Update Vital Records
Agency Reserves	18	Briefing & Tour

25X1 6. [ ] attended a three day joint meeting of American Archivist and AREA in New York.

25X1 7. [ ] attended the Agency Records Administration Officers' meeting in Key Building.

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